

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO. 00009025B
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Update

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Executive Assistant FSN-105	09		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Executive Assistant	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION EXO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Section Chief/Head Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

The position is in the Human Resource Office, one of the four (4) customer service divisions of the Executive Office in USAID/Uganda. In support of the Executive Officer and the Administrative Specialist, the incumbent provides human resource services to American and local employees assigned to the USAID Mission comprised of approximately 180 staff members including USDH, USPSC, TCNPSC, PASA, Fellow, and FSN personal services contract (PSC) employees. Human resource services include recruitment and appointment, issuance of personnel actions, placement and promotion of local employees, FSN compensation administration, locally employed staff position classification under the MClass process, maintenance of the Mission Staffing Pattern and other staffing records and projections, orientation and personnel processing of incoming and outgoing employees, operation of various awards program, participation in wage surveys, mentoring program, and preparation of various periodic and non-recurring reports. Position manages the FSN performance evaluation program, the FSN Medical Plan and helps to coordinate the Mission training program.

13. Basic Function of Position Cont'd

Arrange for all host government documentation in support of U.S. G. funded partner activities including project vehicles, importation of personal effects of HHE, UAB, consumables and privately owned vehicles (POV) of the international partner staff; work permits and visas for partner staff and other licensing and permits as required by the GOU.

14. Major Duties and Responsibilities

% of time

A. Human Resource Services Administration

50%

1. Position Classification/MClass

Reviews with supervisors to ensure that position descriptions (PDs) are accurate and that current PDs are on file for all employees. As a certified evaluator, prepares documentation for the MClass classification process application including conducting job analysis interviews with job holders and, as necessary, with supervisors to gain an in-depth understanding of the duties and responsibilities of the position being evaluated. Ensures that the Job Discussion Help Sheet (JDHS) is completed by the job holder and immediate supervisor to ensure accuracy and quality data. Meets with job holders and supervisors to explain and answer queries about the MClass implementation, e.g. effect on compensation in case of position downgrade, effective date of promotion in case of position upgrade, etc. Coordinates with Regional Human Resource Support Unit in Pretoria, and USAID/W/HR the submission for approval of the MClass reports and results. Consults with the USAID/W Database Administrator on problems with the MClass system. Serves as the Point of Contact for the MClass regional Human Resource Support Unit in USAID/South Africa – Pretoria. Maintains a spreadsheet of MClass implementation progress and results. Maintains a separate filing system for the MClass project.

2. FSN Recruitment and Personal Services Contract Administration

Reviews contract procurement requests for completeness, presence of necessary technical information, evaluation criteria and appropriateness as a PSC, conferring with the originator to answer any questions regarding requirements. Based upon informed knowledge of various markets, recommends probable sources, advertising requirements and any other conditions that may apply.

Prepares position advertisements and receives applications submitted by potential candidates for USAID Uganda vacancies. Assesses applications against PD requirements; discusses possible trade-off with recruiting officials when none of the candidates has exactly the qualifications sought; proceeds with preliminary screening and short listing applications.

Verifies information provided by candidates by contacting references and past employers. Ensures consistency in application of tests and other criteria. Screens applications for professional positions and discusses these with the EXO who provides recommended action and approval.

Prepares new FSNPSC contracts and modifications using established contract format and attachments as provided in the AIDAR.

Prepares memoranda of negotiations and ensures appropriate contract documentation is completed and filed in the individual contract files. Drafts various recruitment correspondences including notification on non-selection and letter of job offer to the successful applicant.

Obtains FSN security and medical clearances through the Embassy RSO and Medical practitioners respectively.

Manages the mentoring program for all new employees. Provides new FSN employee orientation and explains mission policies, rules and regulations, employee benefits and all other contract provisions.

Prepares all personnel related documents such as cables to FSC Charleston to effect personnel actions. These personnel actions include initial hire information, salary change, WGIs, funding data, promotions, transfer, reassignment, termination and retirement.

Initiates and completes the close-out of personal services contracts in accordance with contract close-out procedures.

3. FSN Performance Evaluation

Administers the FSN performance evaluation process. Ensures annual performance evaluations are accomplished. Provides supervisors of the JF-50 Work Plan and Performance Evaluation Report form, notifies them of due dates, reminding that a late report can delay the processing of contract renewal/extension and/or within-grade increase. Follows through with employees and supervisors to ensure evaluations are submitted on due dates. Reviews all performance evaluation reports to ensure that the performance rating is supported adequately in the supervisor's narrative summary. Advises and explains to supervisors/rating officers the performance evaluation process, including probationary ratings, unsatisfactory or substandard ratings, performance factors, employee statements, reviewing statements, rating period, and all other pertinent policies, rules and regulations.

4. FSN Medical Plan

Coordinates with the Embassy the medical insurance coverage for all FSN employees. Provides detailed information to employees, such as authorized clinics, allowable medical expenses, hospitalization benefits, contact persons in case of emergencies, etc. When an employee or employee dependent is admitted in a hospital, incumbent liaises with the hospital, the medical insurance company and the employee. Serves as USAID point of contact for the medical insurance contractor.

5. Mission Training Program

Serves as custodian for SF-82s. Ensures that employees sign the repayment agreement form before departing for training.

Ensures that FSN employees are covered under the USAID/W Health and Accident Coverage (HAC) travel insurance.

6. Mission Incentive Awards Program

Administers the Mission incentive awards program. Solicits award nominations and provides information and guidance on available awards, criteria and procedures for nominating employees for awards. Ensures that award nominations are prepared in the correct format. Coordinates with the Embassy HR Office the submission and processing of Mission award nominations and the preparation for award ceremonies. Prepares the certificates and ensures that citations are correct and accurate. Coordinates with the Office of Financial Management (OFM) the payment of on-the-spot cash awards. Keeps track of all records for the annual processing of awards. Maintains a spreadsheet containing records of awards processed for all employees. Liaises with USAID/W Africa Bureau the processing of award nominations for USDH employees.

7. Personnel Files and Records

Serves as custodian of all FSN personal services contract files. Maintains a check list to ensure all required documents are filed, including memoranda of negotiation, security and medical clearances, contract and contract modifications, position advertisement, selection process, transmittal cables for personnel actions, employee performance evaluation reports, etc.

Updates the personnel database which contains individual employee personal information, such as dependent information, emergency contacts, next of kin, security clearance date, contract expiration, entrance on duty, training courses taken, awards received, etc.

Updates, reviews and maintains Mission policies, procedures and guidelines regarding human resources in the form of Mission Orders.

B. EMPLOYEE RELATIONS, ADVISORY SERVICES AND OTHER DUTIES

25%

1. Provides guidance, advice and assistance to employees on a wide variety of personnel matters, such as local social security benefits, retirement, recruitment, appointment, probation period, and separation.

2. Advises on the FSN leave policy and the Local Compensation Plan. Liaises with the Embassy Human Resource Office on such issues as wage surveys and implementation of new compensation plan.

3. Provides advice on the local labor practices, laws and regulations.
4. Advises and/or recommend changes on the beneficiary form. Follows up on staff emergency locator information, e.g. filling the forms and ensuring the next of kin is provided.
5. Accesses the ADS, the AIDAR, the FAM, FAH and all other reference documentation for interpretation on human resource issues. Researches human resources regulations and provides information in this regard to all staff.
6. Backs up the Executive Specialist and assists in disseminating information to USDH staff concerning career-related matters, i.e. open assignment announcements, backstop offices, allowances, health benefits open season, arrival and departure procedures, etc. In the same manner, assists in disseminating information to USPSCs and all other international staff on a wide variety of personnel matters, such as post assignment privileges, home leave/annual leave/R&R regulations and procedures, training information, repatriation, etc.
7. Prepares all regular and any special reports on personnel issues required by Management, Embassy, AID/W and others. This includes the monthly staffing pattern for Management, staffing projections for the Annual Report, providing information to the Embassy HR/O to complete the FSN compensation questionnaire required by State HR, employee and dependents list for the medical insurance provider, E-Learning staffing report for AID/W, MClass Report for M/HR/USAID/W and HRSU, list of separated FSN employees during the calendar year for the RSO, Consular, etc.

C. PARTNER ORGANIZATIONAL SUPPORT

25%

1. Works closely with Office of Acquisition & Assistance (OAA) and respective AOR/CORs to establish the eligibility of partner requests especially in registration of equipments and vehicles as well as exemption for imports.
2. Obtains requests from AOR/COR/Technical offices for clearing incoming international partner staff assigned to Uganda and project property including vehicles, equipment, etc. Draft tax exemption letters for approval by the EXO and Commission of Customs. Delivers MFA/DP Form 3/Diplomatic notes/Customs Exemption letters with attachments including airway bills, commercial invoices and any other necessary documents to relevant offices for approval. Delivers exemptions to the clearing agents for clearance from the bonded warehouse.
3. Prepares necessary documentation to register USG funded partner project vehicles. Prepares diplomatic notices for work permits and long term visas documents for arriving contractors. Arranges for renewal of expired work permits and visas. Maintain the filing system regarding partner support activities/requirements.
4. Serves as a point of contact for partner organizations. Addresses partner inquiries including transfer of POVs, processing of work permits, dependant and students passes.
5. Prepares custom clearance documentation for out-going personal shipments (HHE, UAB, POV) for international partner staff.
6. Performs any other duties as assigned.

15 DESIRED QUALIFICATIONS
a. Education: Possession of a Bachelor's degree in Business Administration, Human Resources or Business Management required. Masters' degree preferred.
b. Prior Work Experience: 4 - 6 years of progressively responsible experience in human resources management or related field such as logistics and management required.
c. Post Entry Training: Formal training in Appendix D and J regulations, GOU and USG contract law and procedures, FSN personnel management course in classification and compensation, MClass training as available.
d. Language Proficiency: English (level IV - fluent) and host country languages(s) proficiency required.
e. Knowledge: Strong knowledge and understanding of the 3 FAM, 3 FAH, ADS 400, Standardized Regulations, handbooks and manuals pertaining to personnel management particularly position classification, recruitment and employment. Thorough knowledge of local labor laws and practices. Knowledge of guideline concerning terms and conditions of employment of FSN staff. Must be particularly knowledgeable with the AIDAR as this relates to employment under personal services contracts. Must have a good working knowledge of regulations governing the preparation of documentation and other paper work for the shipment of private and U.S.G. property. Must have knowledge of host country regulations governing customs clearance, shipping policies and procedures and insights of the Bilateral Agreement.
f. Skills and Abilities: Must be personable and tactful, resourceful and able to develop and cultivate possible sources of job applicants for a variety of positions. Ability to read and interpret available regulations in the area of contracting, and ability to plan, organize, establish priorities, direct and follow up on work; ability to maintain confidentiality as needed. Extreme discretion in handling personnel matters and be able to inspire confidence. Must establish and maintain effective working relationships with managers, supervisors, and employees. Ability to counsel employees and supervisors on work related problems, to handle changing priorities, meet deadlines and requirements quickly and competently. Must be tactful and effective in dealing with partner staff and in dealing with host country officials and other shipping, packing and transfer companies. Must have professional and social skills to handle and facilitate cross-cultural and interagency relationships. A high degree of diplomacy and persistence is required for effectiveness.
16 POSITION ELEMENTS
a. Supervision Received: Receive guidance and supervision from the Executive Officer and Administrative Specialist who exercises first line administrative supervision over the work. However, under the concept of empowerment, the incumbent works with an increased degree of independence except when there are special priorities or considerations which the supervisor indicates.
b. Supervision Exercised: N/A
c. Available Guidelines: The Automated Directives Systems (ADS), the FSN Personnel Administration Handbook (FSNPAH), the FSN Employee Handbook, Local Compensation Plan, 3 FAH, 3 FAM, MClass guidelines and manuals, the AIDAR Appendix D and Appendix J, personal services contracting regulations, Standardized Regulations, and the Government of Uganda labor code, laws and regulations, and the bilateral agreement.
d. Exercise of Judgment: A high level of professional judgment is required in administering the MClass classification program and in evaluating PDs for completeness and accuracy. Good judgment in dealing with complex personnel matters. Judgment in preparing contracts, exercising delegated authority to weigh the needs of the officer or requestor and to make appropriate decisions and recommendations. Considerable judgment in screening job applicants to determine whether they meet the minimum qualifications and when to recommend considerable trade-off.
e. Authority to Make Commitments: Full authority within the contract area except for signatory authority to commit funds or make policy. Recommendations in position classification are considered to be authoritative.
f. Nature, Level, and Purpose of Contacts: Contacts are established with all levels of USAID management and staff, medical insurance providers, job applicants, institutional contractors and implementing partners, Embassy HR, RSO, Health Unit, CLO, Administrative Office staff and other agencies at post to exchange information. Contacts are maintained with USAID/W/HR to obtain information, guidance and FSN position classification approvals. Frequent contact with host government officials particularly in the Ministries of Finance, Internal Affairs, Foreign Affairs, customs officials, etc. as well as shipping and clearance company officials and arriving and departing U.S. citizens.
g. Time Expected to Reach Full Range of Duties: 52 weeks